

Regional Workforce Development Board/CEO Joint Meeting

March 15, 2016

Minutes

**RWDB Members in Attendance:**

Martha Wick  
Ed Miller  
David Krutzfeldt  
Kevin Early  
Richard Nichols  
Becky Schmitz

**CEO Board Members in Attendance:**

Matt Greiner  
Becky Schmitz  
Michael Berg  
Greg Kenning  
Neil Smith  
Robert Waugh

**Partners in Attendance:**

Iowa Workforce Development – Christy Roush, Operations Manager

Indian Hills Community College in attendance: Jennifer Snead, Operations Manager and Lisa Stek, Administrative Aide.

Job Corp – Mark Douglas and Taren Ferguson

**Guests:**

Steve Ovel – State Workforce Board  
Richard Madden - Apprenticeship

Martha Wick and Matt Greiner called the meeting to order.

- Approval of Agenda – motion to approve Dave Krutzfeldt and second Ed Miller
- Approval of Minutes – motion to approve Ed Miller and second Dave Krutzfeldt

**Finance Committee Report** - Dave Krutzfeldt went over the financials and stated that we exhausted all of our WIA funding except for DW which we sent back \$158,131.45. With WIOA funding starting January 1<sup>st</sup>, our expenditures as of today, we are on track to have 20% carry over into next fiscal year. Several board members were concerned that we spend our money appropriately, not just spend it to be spending it. Jennifer said that we only spend the money to assist our participants, we never spend it inappropriately. Jumping ahead on the agenda, Jennifer is requesting a transfer from dislocated worker funds into adult funding. There are two course of actions she is proposing, COA #1 \$25,000 from DW to Adult or \$50,000 from DW to Adult, the justification for this transfer is by the number of adults we have enrolled at this time. A concern from the board is with Target and K-Mart closures will we have enough funding to cover these employees? The answer is yes, there were only approximately 30 laid off from K-Mart and 100 from Target we have met with them several times and are currently working with some of them. We understand that it takes some dislocated workers several months before they will approach us for assistance, of which could be next year's fiscal funding. Both Dave and Ed had this same concern during the financial meeting with Jennifer we were concerned that we would not have enough funding to assist these participants in their time of need.

- COA#2 \$50,000 transfer from DW Funds into Adult Funds – motion to approve Ed Miller and second Dave Krutzfeldt.

Dave and Ed both stated that they visited another Region's board meeting and noticed that they had participant files to review. This showed the board what documentation and justification was used to assist the participant and how much money was obligated on their behalf. It was suggested that we present the board with some files that are samples, due to confidentiality issues. Will add this to the Agenda for April's meeting.

Martha introduced Steve Ovel a member of the State Workforce Board; she requested he attend our meeting to answer any questions the board has since their training on January 7<sup>th</sup>. Steve introduced himself he worked for the state for the WIOA transition this last fall. Any question we may have regarding the RFP's and Board policies/procedures he will answer and if he cannot he will ask Ben Hoover who is in charge of the RFP Plan for WIOA and relay the answer back to us. WIOA is comprised of 4 partner sectors, Skill Training (WIOA), Sector Partnerships, Career Pathways and Partnerships (IVRS, Adult Ed and IWD).

- Becky Schmitz - asked if the board can continue as is? **It is completely up to the board if they want to remain as they are or transition into WIOA, until there is further notice from Ben Hoover.**
- Matt Greiner – are we a functional board? **Yes we are the CEO's are a mandated board. They decide the responsibilities, guidelines and rules for the RWDB Board. Once the RFP and all the regulations are done for WIOA the CEO's can go back to meeting once a year unless needed.**
- Matt Greiner – For appointing members to the RWDB Board does the CEO's still have to follow the policies of WIA procedures for approval? Submit 2 nominees' to have 1 approved by the Governor? **Yes, the guidelines have not changed from WIA to WIOA when appointing to the RWDB Board. The state is requesting that only 1 nominee be submitted for each RWDB vacancy instead of submitting 2, when trying to fill vacancies from the Governor. It is a lot of responsibility and not fair to exclude someone who is interested on being a part of this board.**
- The One-Stop RFP? When will it be out for bid? **The One-stop is a non-financial bid that is why it has not been posted. I do know they are working on the template, so it will be released soon. It will be decided by the WIOA Partners who will serve as entity for the one-stop, since there is no money funded to run the One-Stop's it is up to one of the partners to fund the expenses. There is talk about taking it to the Legislature to allocate funding, but not at this time.**
- Dave asked is it legal to email the RFP's submittals to the committee members to review or does it have to be in person. **Will ask Ben and get back with you.**  
What about leaving the names on the RFP's or do we have to mark through them so we do not know who is requesting the RFP? **It is completely up to the RFP Committee if they want to see the names or mark through them.**
- Is there any technical guidance on making sector partnerships? **Yes, there is a committee being started for the technical guidance on sector partnerships. Jennifer stated that IHCC has Advisory Boards already established and is looking into converting them into Sector Boards I will learn more at the May 5<sup>th</sup> Advisory Board Meeting.**

**WIOA Update** – Jennifer announced that in your packet is the Draft version of the Local Service Plan, it is also posted on the RWIB website. Please review and if you have any questions or any suggestions you may contact myself or Christy Roush please do so by April 10<sup>th</sup>, the final copy has to be approved and posted on the website by April 18<sup>th</sup>. The state is in the process of making a template for the CEO 28E Agreement and Memorandum of Understanding (MOU) not sure when these will be available.

**Youth Standing Committee Update** – Becky announced that she was unable to attend the last meeting but did review the minutes and items that were presented. One item is the Guidance: How to Transition from a Youth Council to a Youth Standing Committee. After reviewing this I feel we are in really good shape for the transition. Our committee has all the partners involved as recommended we need a representative from IVRS, the current member retired. We also are need of a representative from Job Corp to replace Dave Humburg. There were two representatives from Job Corp at the meeting to observe one of them will fill out an application. It was asked if there is a time frame for the completion of the YAC to Youth Standing Committee. **There is no time frame; it is a work in progress at this time.**

We have one application that needs approval for the Youth Standing Committee, Noel Gordon, Department Chair of AEL currently serves on the YSC and RWDB Board and is requesting that April Maldonado be added to represent Adult Education Learning (AEL) for the Youth Standing Committee. Matt Greiner brought to the board's attention that Social Security Numbers are requested on the approval applications, this should be removed for confidentiality. Each board member was asked to pass this application down to the end of their tables so it could be shredded.

- Approval of April Maldonado to the Youth Standing Committee – Motion to approve Ed Miller and Second Becky Schmitz.

**Optional Standing Committee's** – Jennifer stated that there needs to be more sub committee's to the RWDB, like the Youth Standing Committee. Some suggestions are One-Stop, Corrections, Disability and WIOA Training Committee's. The board asked for more information before making a decision, please send us information as to how many members are needed and does a board member need to be present in each committee? This will be added to the Agenda for our next meeting for discussion.

**Meeting Schedule** – Jennifer Snead has requested for a RWDB/CEO Meeting for April 26<sup>th</sup> at 1:00 p.m.

- Motion to approve by Ed Miller- RWDB and Mike Berg-CEO and Second Kevin Early- RWDB and Becky Schmitz-CEO.

**Support Services Policy** – The only changes to the support services is that Relocation reimbursement was eliminated and we raised the incentive and bonus for credits from \$20 to \$25 each. The justification was to make it more appealing to the participant, if they pass four credits they will receive \$100 bonus.

- Motion to Approve by Dave Krutzfeldt and second Ed Miller.

**ITA Policy Memo** - This memo outlines the processes/procedures for Institutional Training Accounts, nothing has changed just updated for WIOA each participant is allowed up to \$6,000.00 for training costs, depending on their Financial Needs Determination.

- Motion to Approve by Ed Miller and second Becky Schmitz.

With all items on Agenda reviewed, Motion to Adjourn by Mike Berg and second by Matt Greiner. Meeting was adjourned.